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Our ref: KBS/CABRCD
Your ref:
Date: 7 June 2023

TO: ALL MEMBERS OF THE COUNCIL

Dear Councillor

CABINET: RECORD OF DECISIONS

Please find attached the Record of Decisions of the Cabinet meeting held on Monday, 5 June 2023. Unless otherwise indicated within the schedule, these decisions may be called in for scrutiny, provided notice is given to me in writing by **10.00am on Tuesday, 13 June**.

The call-in procedures are set out at paragraph 18 of the Overview and Scrutiny Procedure Rules. Call-in may be activated by the Chairman of the Overview and Scrutiny Committee, the Controlling Group Spokesperson of the Overview and Scrutiny Committee or any three non-executive Members. The reasons for calling in an item must be given.

Yours sincerely

A handwritten signature in cursive script that reads "Kate Batty-Smith". Below the signature is a short horizontal line.

Kate Batty-Smith
Democratic Services Officer

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Record of the decisions of the meeting of the **CABINET** held at the Council Offices, Whitfield on Monday, 5 June 2023 at 6.00 pm

Present:

Chairman: Councillor K Mills

Councillors: J L Pout
S H Beer
E A Biggs
P M Brivio
C D Zosseder

Also Present: Councillor T J Bartlett
Councillor M Bates
Councillor D R Friend
Councillor O C de R Richardson
Councillor C A Vinson

Officers: Chief Executive
Strategic Director (Corporate and Regulatory)
Strategic Director (Finance and Housing)
Strategic Director (Place and Environment)
Head of Finance and Investment
Community Services Manager
Licensing Manager
Strategic Housing Manager
Community Development Officer
Housing Development Officer
Democratic Services Officer

The formal decisions of the executive are detailed in the following schedule.

Record of Decisions: Executive Functions

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 1 6.6.23 Open Key Decisions No Call-in to apply Yes Implementation Date 13 June 2023	<u>APOLOGIES</u> It was noted that there were no apologies for absence.	None.	To note any apologies for absence.	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 2 6.6.23 Open Key Decisions No Call-in to apply Yes Implementation Date	<u>DECLARATIONS OF INTEREST</u> Councillor K Mills declared a Disclosable Pecuniary Interest in Agenda Item 4 (Provision of Interim Housing and Support for Afghan Refugees via Afghan Relocations and Assistance Programme) by reason of his employment with the Home Office.	None.	To note any declarations of interest.	

13 June 2023				
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 3 6.6.23 Open Key Decisions No Call-in to apply Yes Implementation Date 13 June 2023	<u>RECORDS OF DECISIONS</u> It was agreed that the decisions of the meetings held on 3 April 2023, as detailed in decision numbers CAB 105 to CAB 117, be approved as correct records and signed by the Chairman.	None.	Cabinet is required to approve the Records of Decisions of the Cabinet meetings held on 3 April 2023.	

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 4 6.6.23 Open Key Decisions Yes Call-in to apply Yes Implementation Date	<u>PROVISION OF INTERIM HOUSING AND SUPPORT FOR AFGHAN REFUGEES VIA AFGHAN RELOCATIONS AND ASSISTANCE PROGRAMME</u> It was agreed: (a) That a project to acquire the lease, refurbish and furnish fifteen Ministry of Defence properties (as affordable rent), under the terms of the Local Authority Housing Fund Programme, be approved. (b) That the delivery of a full support package by Dover District	None.	To provide housing and support for refugees from Afghanistan, the Government has allocated funding to local authorities charged with assisting them. Approval is sought to accept Home	Councillor K Mills declared a Disclosable Pecuniary Interest by reason of his employment with the Home Office and left the meeting during consideration of this item.

13 June 2023	<p>Council to the Afghan Relocations and Assistance Programme and any other resettlement schemes, and the acceptance of Home Office funding to deliver the schemes, be approved.</p> <p>(c) That it be noted that, if the project is approved, the Head of Paid Service will create the necessary structures and employment roles where applicable to deliver the programmes within the budgets available.</p> <p>(d) That the Strategic Director (Finance and Housing) be authorised, in consultation with the Portfolio Holder for Housing, Skills and Education, to take the necessary decisions and actions to progress the project, including (but not limited to) approving and entering into the lease and other legal agreements, appointing any necessary professional advisers, agreeing the budget and contract sum for any works required, awarding the works contract, approving variations to the project sum if required and, if circumstances warrant, cancelling the project.</p>		Office funding and to lease up to fifteen properties from the Ministry of Defence to accommodate refugees.	
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 5 6.6.23 Open Key Decisions Yes Call-in to apply Yes Implementation Date	<u>HACKNEY CARRIAGE NUMBERS - UNMET DEMAND SURVEY</u> It was agreed that an additional five Hackney Carriage Licences be issued to wheelchair-accessible vehicles.	None.	Hackney Carriage licences in the Dover district are currently limited to 69. Under the Town & Police Clauses Act 1847, a restriction on licences is permitted, provided the licensing authority is	

13 June 2023			<p>satisfied that there is no unmet demand, and a survey is conducted every three years.</p> <p>A recent survey has identified that there is an unmet demand for wheelchair-accessible vehicles.</p>	
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)								
<p>CAB 6 6.6.23 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 13 June 2023</p>	<p><u>APPOINTMENT OF MEMBERS TO OUTSIDE BODIES FOR 2023/24</u></p> <p>It was agreed:</p> <p>(a) That the following appointments to outside bodies for 2023/24 be approved (with appointments being for one year unless stated otherwise):</p> <table border="0" data-bbox="448 1117 1299 1388"> <tr> <td>Action with Communities in Rural Kent</td> <td>Cllr M Mamjan Cllr M Nee</td> </tr> <tr> <td>Aylesham & District Workshop Trust</td> <td>Cllr M Mamjan</td> </tr> <tr> <td>Deal Fairtrade Steering Group</td> <td>Cllr J Loffman</td> </tr> <tr> <td>Dover, Deal & District</td> <td>Cllr H Williams</td> </tr> </table>	Action with Communities in Rural Kent	Cllr M Mamjan Cllr M Nee	Aylesham & District Workshop Trust	Cllr M Mamjan	Deal Fairtrade Steering Group	Cllr J Loffman	Dover, Deal & District	Cllr H Williams	None.	Cabinet appoints Members (and occasionally non-Members) to outside bodies on an annual basis to represent the Council's interests or, in some cases, to act solely on behalf of the bodies (e.g. as a charity trustee).	
Action with Communities in Rural Kent	Cllr M Mamjan Cllr M Nee											
Aylesham & District Workshop Trust	Cllr M Mamjan											
Deal Fairtrade Steering Group	Cllr J Loffman											
Dover, Deal & District	Cllr H Williams											

	Citizens' Advice Bureau				
	Dover Fairtrade Steering Group		Cllr P Brivio		
	Dover Fastrack Advisory Board	Indefinite	Cllr J Pout		
	East Kent Spatial Development Co.		Cllr K Mills		
	Industrial Communities Alliance		Cllr E Biggs		
	JAC Kent Downs AONB Partnership		Cllr P Brivio		
	Kent County Playing Fields Association		Cllr S Blair		
	Kent Forum		Cllr K Mills		
	Kent Resource Partnership Members Board		Cllr E Biggs		
	Local Enterprise Partnership Board & Executive		Cllr K Mills		
	Local Government Association – General Assembly		Cllr K Mills		
	Local Government Association Coastal Special Interest Group		Cllr E Biggs		
	Manston Skills and Employment Board		Cllr S Beer		
	Municipal Charities of Dover	4 Years	Cllr S Hill Cllr L Wright		

	PATROL (formerly National Parking Adjudication Service)		Cllr J Pout		
	Police & Crime Panel for Kent		Cllr C Zosseder		
	River Dour Partnership		Cllr P Brivio		
	River Stour (Kent) Internal Drainage Board		Cllr M Moorhouse Cllr S Blair		
	Saint Edmund of Abingdon Memorial Trust	5 years	Cllr P Brivio		
	Sandwich & Pegwell Bay National Nature Reserve Management Committee		Cllr M Moorhouse		
	South-East England Councils (SEEC)		Cllr K Mills (sub: J Pout)		
	Tourism South-East		Cllr L Wright		
	(b) That the Leader of the Council be requested to nominate an alternative Member to substitute at meetings on an ad hoc basis when the appointed Member is not available (and where the constitution of the body allows this).				
	(c) That the appointment of the Chief Executive to the Kent Forum be approved.				

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 7	<u>APPOINTMENTS TO PROJECT ADVISORY GROUPS FOR 2023/24</u>	None.	Cabinet is	

<p>6.6.23 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 13 June 2023</p>	<p>It was agreed:</p> <p>(a) That the membership of the Local Plan Project Advisory Group for the Council Year 2023/24 be approved as follows: Portfolio Holder for Planning and Built Environment (Chairman), Chairman of Planning Committee (Vice-Chairman), Chairman of Overview and Scrutiny Committee, and Councillors S B Blair, D G Beaney, N S Kenton, J P Loffman, D J Parks and H M Williams.</p> <p>(b) That the Dover Town Regeneration Advisory Board be renamed as the Dover Beacon and Dover Town Regeneration Project Advisory Group, and its revised Terms of Reference, as set out at Appendix G of the report, be approved.</p> <p>(c) That the membership of the Dover Beacon and Dover Town Regeneration Project Advisory Group for the Council Year 2023/24 be approved as follows: Leader of the Council (Chairman), Portfolio Holder for Community and Corporate Property (Vice-Chairman), Portfolio Holder for Finance, Governance, Climate Change and Environment, Mayor of Dover, Councillors T J Bartlett, M Bates, D G Beaney, E A Biggs, P M Brivio, G Cowan, S Hill and O C de R Richardson, and three tenant representatives (non-voting).</p> <p>(d) That the membership of the Tides Project Advisory Group for the Council Year 2023/24 be approved as follows: Portfolio Holder for Finance, Governance, Climate Change and Environment (Chairman), Portfolio Holder for Community and Corporate Property (Vice-Chairman), and Councillors S B Blair, J P Loffman and O C de R Richardson.</p> <p>(e) That the membership of the Climate Change Project Advisory Group for the Council Year 2023/24 be approved as follows: Portfolio Holder for Finance, Governance, Climate Change and</p>		<p>requested to review the Dover Town Regeneration Advisory Board and its terms of reference, and to determine the membership of the Council's Project Advisory Groups for the Council Year 2023/24.</p>	
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	<p>Environment (Chairman), and Councillors S B Blair, D R Friend, N S Kenton, K Mills, D J Parks, J L Pout, C A Vinson and H M Williams.</p> <p>(f) That the membership of the Homelessness Project Advisory Group for the Council Year 2023/24 be approved as follows: Portfolio Holder for Housing, Skills and Education (Chairman), and Councillors D R Friend, S C Manion, M J Nee and H M Williams.</p> <p>(g) That the membership of the Investment Advisory Group for the Council Year 2023/24 be approved as follows: Portfolio Holder for Finance, Governance, Climate Change and Environment (Chairman), Chairman of Governance Committee (Vice-Chairman), and Councillors T J Bartlett, E A Biggs and C A Vinson.</p>			
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
<p>CAB 8 6.6.23 Open</p> <p>Key Decisions No</p> <p>Call-in to apply Yes</p> <p>Implementation Date 13 June 2023</p>	<p><u>APPOINTMENT OF DOVER JOINT TRANSPORTATION ADVISORY BOARD VICE-CHAIRMAN FOR 2023/24</u></p> <p>It was agreed that Councillor E A Biggs be appointed as Vice-Chairman of the Dover Joint Transportation Advisory Board for 2023/24.</p>	<p>None.</p>	<p>Cabinet is required to appoint a Vice-Chairman to the Dover Joint Transportation Advisory Board for 2023/24 in order to comply with the terms of reference of the Board which require that the chairmanship and vice-chairmanship of the Board</p>	

			alternate annually between Kent County Council and Dover District Council.	
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Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 9 6.6.23 Open Key Decisions No Call-in to apply Yes Implementation Date Immediate	<u>EXCLUSION OF THE PRESS AND PUBLIC</u> That, in accordance with the provisions of the Local Authorities (Executive Arrangements) (Access to Information) (England) Regulations 2000, the press and the public be excluded during consideration of the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Local Government Act 1972.	None.		

Decision Status	Record of Decision	Alternative options considered and rejected (if any)	Reasons for Decision	Conflicts of interest (if any) declared by decision maker(s) or consultees (if any)
CAB 10 6.6.23 Exempt Key Decisions Yes	<u>PURCHASE OF NEW SHARED OWNERSHIP HOUSING AT WILLOWBANK, SANDWICH</u> It was agreed: (a) That a project to acquire the freehold of 20 new-build affordable homes for shared ownership at Willowbank, Sandwich be	None.	Following an approach by the developer, approval is sought to purchase twenty new-build units of affordable housing	

<p>Call-in to apply Yes</p> <p>Implementation Date 13 June 2023</p>	<p>approved.</p> <p>(b) That the Head of Finance and Investment be authorised, in consultation with the Portfolio Holder for Housing, Skills and Education, to take the necessary decisions and actions to progress the project and purchase the properties including (but not limited to) agreeing the purchase price, approving the sale purchase agreements and appointing any necessary professional advisers.</p>		<p>under the second phase of development at Willowbank in Sandwich.</p>	
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The meeting ended at 6.16 pm.